



Hurst, Hassocks and Ditchling



ROLE DESCRIPTION: MONTHLY MEETINGS ORGANISER

ROLE SUMMARY

To organise and undertake all aspects of preparation for the Monthly Meetings in association with other u3a members in the Really Useful Group (RUG).

To ensure good communications with the EC, raising issues and seeking decisions as appropriate.

To ensure good communication with the HHD u3a membership.

To ensure good communication with the speakers.

RECRUITING AND LIASING WITH SPEAKERS

Contacting potential speakers, confirming title of talk, format of meeting, equipment required. Requesting information about the talk to prepare publicity.

RELATIONSHIP WITH EC

Preparing reports for the monthly EC meetings, listing future monthly meetings, raising discussion as appropriate.

SCHEDULING MEETINGS

Confirming dates and the availability/booking of venues across the three villages.

THE MONTHLY MEETING

Before, during and after the meeting, drawing on the support of RUG and EC members

Producing and distributing the posters advertising the meeting.

Ensuring the publicity via social media, website and newsletter.

Reminding members via Beacon in the week before.

Contacting RUG to help with managing the venue and providing refreshments.

Preparing reports for the village magazines.

Notifying the treasurer of the amount of fee agreed with the speaker and forwarding the speaker's invoice to the treasurer for payment.

